

- ## Game Information

Date put in play _____ Starting cash \$ _____ Signature of person putting game in play _____

Complete in ink

Closing of Game and Deposit

Date

Use page 1 daily to monitor the cash banks and to identify the pull-tab sellers for each deal in play. Page 1 also identifies the persons putting the deal in play, removing the deal from play, and preparing/making the deposit.

Use page 2 to audit the closed paper pull-tab game for information required by the Department of Revenue, and to perform random audits of closed games or detect errors in counting the game.

Game information

Complete "Game Information" section at top of the page.

Putting the game into play - Immediately prior to placing the game into play, enter the following information:

- date put in play
- starting cash
- the person putting the game into play must sign his or her full name on the signature line (no initials)

Daily game bank audit

- At the beginning of the day a person must enter the date, the amount of cash in the cash drawer, and initial the form.
- At the end of the day a person must enter the date, the amount of cash in the cash drawer, and initial the form.
- Each person who sells pull-tabs must initial the form on the date that he or she sells pull-tabs, even if the same person also counts cash.
- Funds added/removed to a game bank must be entered on that date. Note source of funds added/destination of funds removed in the notes column.

Closing of game and deposit

Removing the game from play - The person closing the game must enter the date the game was removed from play, the total cash in hand, and sign his or her full name in ink on the signature line (no initials).

Deposit - The person preparing/making the deposit must determine the deposit amount, enter the date of the deposit, and sign his or her full name in ink on the signature line (no initials).

Audit of closed game

The person auditing the closed game must:

- complete the "Audit of Closed Game" section,
- enter his or her signature in ink, and
- date the form.

Note: If you audit the game each day using your own form, the person performing the daily audit must initial your form.

Audit of Closed Game

# of winning tickets	Winning prize amount	Total amount paid
_____ @ \$ _____	=	_____
_____ @ \$ _____	=	_____
_____ @ \$ _____	=	_____
_____ @ \$ _____	=	_____
_____ @ \$ _____	=	_____
_____ @ \$ _____	=	_____
_____ @ \$ _____	=	_____
_____ @ \$ _____	=	_____
_____ @ \$ _____	=	_____
_____ @ \$ _____	=	_____
_____ @ \$ _____	=	_____
_____ @ \$ _____	=	_____
_____ @ \$ _____	=	_____
_____ @ \$ _____	=	_____
_____ @ \$ _____	=	_____
_____ @ \$ _____	=	_____
_____ @ \$ _____	=	_____
_____ @ \$ _____	=	_____

TOTAL PRIZES PAID \$ _____

VALUE OF UNSOLD TICKETS \$ _____

Signature in ink of person auditing closed game

Date of audit _____

Keep the LG861 with the closed game or with your organization's records for at least 3-1/2 years after the date the game was removed from play.